

DESCRIPTION OF PRESCOTT PROPOSAL OUTLINE SECTIONS

1. Cover Sheet

Office of Management and Budget (OMB) Standard Forms 424 and 424B (4-92) or 424D must be the cover sheets for each proposal. Under Item 5, “Legal Name” must match the name of the eligible applicant (i.e., LOA holder, LOA designee, authorized researcher, Northwest Contingency Plan participant, or state, local, or federal official/employee). To complete item 10 of Standard Form 424, the “Catalog of Federal Domestic Assistance” number is 11.439, and the title is “Marine Mammal Data Program”. Since the 2003/2004 cycle will use funds from two fiscal years, we recommend for item 13 of Standard Form 424 a start date no earlier than December 2003 for 2003 project proposals and January 2004 for 2004 project proposals. The start date should be the first day of the month and the end date should be the last day of the month.

2. Project Budget

Each proposal must include clear and concise budget information, both in summary and in narrative detail. Please follow the NOAA/NMFS Budget Justification Guidelines posted on this web page in completing this section. Read all instructions before completing these forms.

For Category A and B proposals (no construction activities), use OMB standard form 424A, “Budget Information - Non Construction Programs” and associated form instructions.

For Category C proposals (with construction activities), use OMB standard form 424C “Budget Information - Construction Programs” and associated form instructions.

All instructions should be read before completing the appropriate form. Both Federal and non-Federal columns on these forms must be filled in completely and separately and the amounts per category and total amounts must correspond with the budget narrative and justification.

On a separate sheet, describe in narrative detail or on a spreadsheet the itemized costs per category between Federal and non-Federal shares and the corresponding direct and indirect cost totals. For the non-Federal share, the itemized costs should be separated into cash and in-kind contributions. If in-kind contributions are included, describe briefly the basis for estimating the value of these contributions.

NOTE: If indirect costs are included, the package should include a copy of the current, approved, negotiated indirect cost agreement with the Federal government. If this agreement is not included and the proposal is selected for funding, the applicant has 60 days from time of award notification to obtain the negotiated rate agreement or funds will not be received.

Please note we cannot reimburse applicants for time expended or costs incurred in developing a project or preparing the application, or in any discussions or negotiations with us prior to the award. We will not accept such expenditures as part of your cost share.

3. Title Page

Must include:

- (1) project title
- (2) duration of project
- (3) name of applicant (must match the “legal name” on Standard Form 424, Item 5)
- (4) affiliation of applicant
- (5) address and phone number of the Principal Investigator or Contact
- (6) proposal category and funding priority to which the proposed activities correspond
- (7) Federal, Non-Federal, and Total costs of the project.

4. Project Summary (Please note that this information will be used to describe your proposal on the NOAA grants database and Prescott web pages.)

In 6 sentences or less, briefly summarize:

- (1) project goals and objectives as they relate to the Prescott Grant Program’s proposal categories (i.e., A, B, or C) and funding priorities;
- (2) proposed activities;
- (3) geographic area where activities would occur; and
- (4) potential outcomes of the project.

5. Narrative Project Description

The narrative description of the proposed project must not exceed 10 pages (not including documents in the Supporting Documentation section) and must be typed in Courier size 12 font, either single or double-spaced. The narrative should demonstrate the applicant’s knowledge of the need for the project, describe how the applicant will manage the business aspects of the grant (i.e., sound accounting practices), and show how the proposed project builds upon any past and current work in the subject area, presents novel or unique solutions, as well as relates to on-going work in related fields. Applicants should not assume that we already know the relative merits of the project.

The narrative project description must include each of the following elements in the order listed here:

(1) Project goals and objectives (maximum 2 pages). Identify the national or regional funding priorities, to which the project's goals and objective(s) correspond. Identify the problem/opportunity the project intends to address and describe its significance to the marine mammal health and stranding response and rehabilitation community. State expected project accomplishments. Although actual stranding events cannot be predicted, historic stranding data in the region of proposed activities should be used to assess season, species, numbers, and likelihood of future strandings. These data are critical in linking proposed project objectives with the Prescott Grant Program's goals, funding priorities, and in assuring an equitable distribution of funds among regions. Therefore, we encourage applicants to provide stranding data and statistics by year and geographic area in sufficient detail to provide a historic and need-based context to the project.

(2) Project management (maximum 4 pages, excluding resumes, curriculum vitae, and agreements between Principal Investigators and other participants or grant fund managers where applicable). *Note: Copies of the Principal and Co-investigator’s current resume or curriculum vitae must be included in the package. The proof of eligibility documents provided and listed in the Supporting Documents section of the proposal must name the Principal and/or Co-*

investigator. If the appropriate resumes or curriculum vitae and letters of authorization for Principals and Co-investigators are not included in the proposal package, the proposal package will be returned. Describe how the proposed project will be organized and managed. Financial accounting systems to be used must be explained and a business point of contact responsible for managing those systems must be given. Identify whether the applicant is applying as an LOA holder, designee, researcher, Northwest Region contingency plan organization/individual, state, local, or Federal employee under 109(h) of the MMPA. Researchers must describe who will administer the business aspects of the grant (i.e., on their own, through their current employer, an affiliated institution, or through a third-party organization) and why this method of administration has been chosen.

One Principal Investigator must be designated on each project. If a Principal Investigator is not identified, the proposal will be returned. The Principal Investigator is responsible for all technical oversight and implementation of the work plan as delineated in the Statement of Work (see below). The Principal Investigator may or may not be the applicant. However, if the applicant is not the Principal Investigator, there must be an explanation of the relationship between the applicant and Principal Investigator (e.g., applicant will be responsible for managing the grant funds and the Principal Investigator will be responsible for completing the project milestones on time and within budget while maintaining the integrity and meet the goals of the project, etc.). Project participants or organizations that will have a significant role in conducting the project should be listed as Co-investigators. Organizations or individuals that support the project, for example, network members contributing data or samples, should be referred to as Cooperators. In this section, provide a statement of no more than one page on the qualifications and experience of consultants and/or subcontractors and any Cooperators that are not named as Co-investigators.

Reference should be made to any copies of agreements between the Principal Investigator and other participants in the project, describing the specific activities each participant would perform or any endorsements received from other marine mammal health and stranding response participants related to this project that are included in the Supporting Documentation section.

This section should also explain who will be responsible for carrying out each activity proposed. For Category A and Category B proposals, highlight activities that will be conducted by Co-investigators or Cooperators. For Category C proposals, highlight activities that will be conducted by sub-contractors, volunteers, and others designated as Co-investigators or Cooperators. For all projects, indicate activities that will be subcontracted. In addition, this section of the proposal should identify the planned use of volunteer staff needed to complete any aspect of project activities. Training of volunteers and use of volunteer staff time to complete project activities, as well as oversight of those volunteers should be discussed.

If any portion of the project will be conducted through consultants and/or subcontracts, procurement guidance found in 15 CFR part 24, “Grants and Cooperative Agreements to State and Local Governments,” and 15 CFR part 14, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, Other Non-Profit, and Commercial Organizations” must be followed. Describe how provisions for competitive subcontracting will be met if applicable.

(3) Project statement of work (maximum 5 pages). This is a narrative of the work plan that will ensure the proposed project's goals and objectives are met within the proposed award period. It should include detailed descriptions of activities, protocols, methodologies, milestones, and expected products resulting from a successfully completed project. The narrative should respond to the following questions:

- (a) What specific activities, protocols, and methodologies does the project include and how do these activities, protocols, and methodologies relate to the proposed project's goals and objectives?
- (b) What are the project milestones? List milestones, describing specific activities and associated time lines necessary to meet them. Describe the time lines in increments (e.g., month 1, month 2), rather than by specific dates.
- (c) What are the major outcomes, results, or products expected? Describe expected outcomes, results, or products that will directly relate to a Prescott proposal category (i.e., A, B, or C) and funding priorities.
- (d) How will outcomes, results, or products be disseminated or shared? Describe how project outcomes, results or products will be disseminated to or shared with stranding network participants and other potential users. Indicate the method of information or product transfer (e.g., print media, video, training manual, facility sharing, etc.)

(4) Project impacts (maximum 1 page). Describe the potential impacts of this proposed project on both the recovery and treatment of stranded marine mammals and the collection of data from living or dead stranded marine mammals for use in scientific research on marine mammal health. Identify any other potential project impacts.

(5) Project performance evaluation (maximum 1 page). Specify the quantitative and/or qualitative criteria to be used in evaluating the relative success or failure of the project in achieving the stated project's goals and objectives. For Category C proposals, performance measures should be based on (but are not limited to) such criteria as meeting or exceeding project time lines within budget and meeting or exceeding environmental and safety standards for construction activities.

(6) Need for government financial assistance (maximum 1 page). Explain the need for government financial assistance in successfully carrying out project activities. Describe resultant products of previous financial assistance, if applicable, referencing a list sources of funding received from the Federal government, either past or current, for this or a closely related project(s) included in the Supporting Documentation section (see below). Under this element, describe other sources of Federal funding currently being sought for this same project.

(7) Federal, state, and local government programs and activities (maximum 1 page). List any existing Federal, state, or local government programs or activities that this project would affect or overlap with and reference any corresponding documentation (i.e., permits, approvals, environmental assessments) included in the proposal package.

(8) Participation by persons or groups other than the applicant (maximum 1 page). Describe how government and non-government entities, particularly other members of the marine mammal health and stranding response community, will participate in the project and the nature of their

participation.

6. Supporting Documentation

(These supporting documents will not count as a part of the 10 page limit.)

In order to be considered for an award in this funding cycle, the applicant must provide proof of eligibility documents. These include one or more of the following: LOA(s), letter of designation, letter from NMFS Regional Administrator to collect marine mammal specimens and parts under 50 CFR 216.22, if in the Northwest Region (Washington and Oregon) documentation that the applicant is a NMFS-recognized participant and named in the Draft 2002 National Contingency Plan for Response to Marine Mammal Unusual Mortality Events, or reports sent to NMFS under MMPA Section 109(h)(50 CFR 216.22.b) as a state, local, or Federal participant.

NOTE: Principal Investigators that are researchers that do not hold LOAs, are not LOA designees, are not MMPA Section 109(h) participants, and are not on the Northwest Region's contingency plan list must include copies of letters from a NMFS Region or the MMHSRP authorizing them under 50 CFR 216.22, any MMPA/ESA scientific research or enhancement permits, as well as a Co-investigator's LOA or letter of designation. See section I.F., Eligibility of the 2003/2004 Federal Register notice of solicitation, to determine what specific type of documentation you may require.

Applicants requiring MMPA and/or ESA scientific research and/or enhancement permits and/or IACUC approvals must include in this section a copy of either: 1) an application cover letter from the Prescott applicant to NMFS and/or the IACUC, or 2) a copy of the final permit and/or approval.

If applicable, documentation of the requests or approvals of all environmental permits must be included in this section of the proposal. Such documentation should include any environmental analyses required for obtaining such permits, completed NEPA checklists (form available on this website), and environmental assessments.

Curriculum vitae or resumes of the Principal and Co-investigators.

All other Federal forms (i.e., CD-511, SF-LLL, CD-346).

Applicants applying as non-profit organizations must include a letter from the Internal Revenue Service verifying non-profit status. Applicants using indirect costs should include a letter from a Federal agency outlining their negotiated indirect cost rate agreement.

Any other relevant documents and additional information (e.g., maps, additional stranding statistics for your geographic area or region, organizational history and information, schematics and architectural renderings of facility upgrades, photographs, etc.) that will help us to understand the proposed project and the problem/opportunity the project seeks to address should be included in this section.